



FOIA Information Request Form

Date Of Request: _____

Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Signature: _____

Information Requested:

If additional space is needed, attach on a separate sheet of paper

Copies: \$.25 each - Money Order or Personal Check Accepted

Section 30-4-30(b) SC Code of Laws, 1976, as amended, provides as follows: The public body may establish and collect fees not to exceed the actual cost of searching for or making copies of records. Documents may be furnished when appropriate without charge or at a reduced charge when the Agency determines that waiver or reduction of the fee is in the public interest. The custodian of the public records may charge a reasonable hourly rate for making records available to the public and may receive a reasonable deposit of these rates before searching for or making copies of the records.

For Official Use Only

Time Stamp: _____ Log Number: _____

Request Assigned To: _____ Date Of Completion: _____

Date of Assignment: _____ Fee Rendered: _____

Method of Payment: _____ Date of Payment: _____

Comments:
